



Vehicle Emissions Technical Specialist

Job Description

Department: Health
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Bureau Director – Environmental Health

Summary

Under general guidance of the Bureau Director – Environmental Health, responsible for the operations of Inspection/Maintenance (I/M) Technical Center gasoline vehicle testing and performs functions involving the regulation of motor vehicle emissions. Serves as the primary technical resource for the center and applies expertise to conduct advanced vehicle testing and perform in-depth analytical work.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in the operation of the I/M Technical Center including gray market testing, challenge/referee testing, warranty testing, diesel testing, and engine changes.
2. Verify and certify engine change verifications.
3. Provide guidance and assist the public with official determinations of engine year and type.
4. Coordinate, manage, and perform all I/M related testing, including the calibration and maintenance of all sensitive I/M equipment.
5. Assist with Remote Sensing or similar Device (RSD) Program in equipment operation and data analysis.
6. Assist with Emissions Vehicle Repair Assistance Program (EVRAP), vehicle deferrals, location-based (SITUS) registration violations, and Fleet Emissions enforcement.
7. Teach I/M related and certification courses as directed.
8. Investigate complaints regarding I/M program and make recommendations for corrective action.
9. Investigate discrepancies concerning vehicle registrations including out-of-county registration, out-of-state affidavits, and altered certificates.
10. Assist in developing and managing the criteria for establishing certified emissions repair facilities; maintain the list of certified emissions repair facilities.
11. Assist in updating station handbook and study guide.

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Job Title: Vehicle Emissions Technical Specialist
FLSA: Non-Exempt
Effective Date: 6/18/2026
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
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12. Assist in writing technical bulletins for I/M stations regarding program changes, policy changes, and program concerns.
13. Audit annual registration of public fleet vehicles to ensure compliance with I/M procedures and state registration.
14. Coordinate public relations activities as assigned and provide public information and assistance as needed.
15. Respond to public health emergencies as required by the department or division administration.
16. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
17. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of advanced principles of internal combustion engines, including gasoline, diesel, and modern engine management systems
- Knowledge of design, function, and diagnosis of vehicle emissions control systems across wide range of vehicle types and model years
- Knowledge of operational theory, maintenance, and calibration procedures for I/M, related emissions testing equipment
- Knowledge of federal, state, and local laws, codes, and regulations, governing motor vehicle emissions and I/M programs
- Knowledge of instructional and training techniques for conveying complex technical information to adult learners
- Skilled in hands-on operation, calibration, and maintenance of sensitive technical and diagnostic equipment
- Skilled in performing in-depth data analysis to identify trends, investigate discrepancies, and support programmatic recommendations
- Skilled in written and verbal communication, specifically in creating clear and concise technical documents such as bulletins, handbooks, and investigative reports
- Skilled in verbal communication, training, and public speaking to explain complex technical concepts to diverse audiences
- Skilled in conducting objective, fact-based investigations and compliance audits
- Ability to perform preventative maintenance and diagnosis of various automotive systems, including engine tune-up, emissions control, computer engine control, and analyzer usage
- Ability to train co-workers in the use of technical emissions equipment
- Ability to maintain a high level of confidentiality with sensitive data information
- Ability to exercise sound technical judgment to make official determinations and certify vehicle compliance
- Ability to de-escalate situations and handle complaints with professionalism and discretion

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- Ability to work independently to manage multiple priorities and complex technical tasks with minimal supervision
- Ability to adapt and effectively utilize new technologies and software, including AI tools as directed
- Ability to maintain effective working relationships with internal staff, fleet managers, mechanics, station owners, and the general public

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in an environmentally controlled service shop and office environment, with occasional work performed outdoors in hot, cold, or inclement weather. The shop environment exposes incumbent to hazardous chemicals fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts, moving vehicles, dynamometer equipment, and from workplace hazards such as slippery or greasy floor conditions and potential tripping hazards. Work requires the use of protective devices such as masks, goggles, and gloves. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The duties of this role require a blend of both office and shop work is frequently sit at a desk but is also regularly required to walk, stand, stoop, kneel, or crouch in a shop environment for extended periods. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to frequently lift, carry, push, pull, or otherwise move objects weighing up to twenty (20) pounds and occasionally lift, carry, push, pull, or otherwise move objects weighing up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate's degree in Automotive Technology; OR
Current certification from the National Institute for Automotive Service Excellence (ASE) in Engine Repair (A1), Automatic Transmission/Transaxle (A2), Electric/Electronic Systems (A6), and Engine Performance (A8), or equivalent.
2. Four (4) years of work experience in automotive engine performance and emission control diagnosis and repair.

Preferred Education and Experience

1. Preference may be given to applicants with work experience indicating the ability to calibrate and maintain I/M related testing equipment, including the I/M 240 dynamometer and Constant Volume Sampler (CVS).

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

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Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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